

SECRET4-M-260-57
13-509*Office Memorandum* • UNITED STATES GOVERNMENT**OGC Has**

TO : General Counsel
ATTN : [REDACTED]
FROM : Advisor for Management

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DATE: 24 April 1951

SUBJECT: Special Processing of Retirement Records.

1. A proposed addition to the Confidential Funds Regulations regarding retirement deductions has been submitted to this Office for editorial revision and proper format.

2. The following is recommended:

5.4 Retirement Deductions

Deductions for contribution to the Civil Service Retirement Fund will be made from the salaries of staff employees, staff agents, and (where appropriate) career agents. In instances where the forwarding of CSC Form 2806, Retirement Record Card, to the Civil Service Commission through normal channels may cause a security hazard, the case shall be referred to the Personnel Director for processing. The operating office shall review the cases of personnel being terminated and make a notation on the terminating action paper that the CSC Form 2806 should not be forwarded to the Commission. Such cases will be referred to the Personnel Director who shall arrange with the Commission a secure manner of crediting the employee's retirement record or take other appropriate action.

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